



# CAREER OPPORTUNITY

## United States Bankruptcy Court Central District of California

**Los Angeles Division**  
255 E. Temple Street  
Los Angeles, CA 90012

**Santa Ana Division**  
411 West Fourth Street  
Santa Ana, CA 92701

**Riverside Division**  
3420 Twelfth Street  
Riverside, CA 92501

**San Fernando Valley**  
21041 Burbank Boulevard  
Woodland Hills, CA 91367

**Northern Division**  
1415 State Street  
Santa Barbara, CA 93101

**Position:** Case Management Administrator

**Location:** Santa Barbara

**Salary:** CL 24 \$ 44,187 - \$ 71,834  
CL 25 \$ 48,816 - \$ 79,323  
(Starting salary depends on qualifications  
and experience).

**Announcement:** 21-08

**Opening Date:** August 27, 2021

**Closing Date:** Until Filled

### POSITION SUMMARY

The United States Bankruptcy Court, Central District of California is seeking applications for a Case Management Administrator in our Northern Division. We are looking for a skilled and highly motivated individual to work in a collaborative team-based environment. The Court offers a positive workplace where employees are passionate about their work and exhibit personal and professional pride in delivering exceptional public service.

Representative duties include but are not limited to: reviewing documents to determine compliance with appropriate rules, practices, and/or court requirements; cashiering fees, reconciling receipts, and balancing cash drawer against daily transactions; performing customer service duties on-site and/or by telephone; providing basic procedural information; maintaining official summary of pleadings on the case docket; making timely and accurate summary entries of all documents and proceedings submitted to the court; calendaring and noticing dates and times for hearings, trials, and conferences; providing support for Zoom hearings that may include multiple participants; ensuring automated entries are appropriately linked for proper case management; preparing documents such as notices, judgments, and orders, and transmitting to appropriate parties; performing Electronic Court Recording; processing audio and transcript requests; performing fiscal duties; ordering supplies; receiving and signing for newly purchased items; monitoring and assisting with day-to-day facilities management issues which may involve structures, grounds, and technology; contacting the maintenance/property manager as needed; taking responsibility for property after it has been accepted by employees; and other job-related duties as assigned.

### QUALIFICATIONS

To qualify for the position of Case Management Administrator at the CL 24 level or CL 25 level, an applicant must possess a high school diploma or equivalent, two years of general experience, and a minimum of one year of specialized experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, insurance companies, real estate and title offices or corporate operations. The successful candidate must demonstrate or possess excellent organizational and interpersonal skills; the ability to professionally represent the court in communications with attorneys, trustees, debtors, and the public; multi-tasking skills, sound judgment, and the ability to prioritize work and meet deadlines. Proficiency in Windows environment is required.

## EDUCATION

Completion of a bachelor's degree in business, accounting, public administration, or related field is highly desirable. Education in an accredited college or university institution may be substituted for general experience on the basis of one academic year (30 semester or quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

## BENEFITS

The Judiciary offers a generous benefits package to its employees which may include:

- 11 paid holidays per year
- 13 days of paid vacation (for the first three years)
- 20 days paid vacation (after three years)
- 26 days paid vacation (after fifteen years)
- Medical coverage with a government contribution (choose from a variety plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance
- Life insurance program with government contribution (optional participation)
- Long-term disability insurance for employee and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Account (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)\*
- Thrift Savings Plan (employee matching, similar to 401K, optional participation)
- Student Loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness (PSLF) program.

## INFORMATION FOR APPLICANTS

Applications should be submitted to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, by calling the 24-hour job information line at (213) 894-3129, or by visiting our website at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov). Applications and resumes may be faxed to (213) 894-7498. Applicants may also submit applications and other attachments in PDF format electronically via the Court's website by [clicking here](#).

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The [Ninth Circuit EEO Plan](#) is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129